

SECRET

Chief, Physical Security Division, GPO

3 November 1947

Security Officer, Budget & Finance Branch

Re: Communications to Home Addresses
CONFIDENTIAL

Reference is made to memorandum dated 22 October 1947 from Chief, PST, to Executive Officer, AISO, relative to the above subject. The memorandum, presented to this branch by a representative of your office, has been given due consideration.

By virtue of an informal request presented to the Fiscal Division by the Mail Room, checks in payment of travel accounts have been transmitted by the Treasury Department to travelers' homes rather than place the burden upon the Mail Room to make office deliveries of what might be considered semi-personal correspondence. By the same token, courtesy copies of travel accounts have been sent to the addresses to which the checks were transmitted. No complaints have previously been registered with respect to this matter; however, since it is apparent that GPO desires discontinuance of our practice, it will be the policy of this office, henceforth, to have travel reimbursement checks and courtesy copies of travel accounts sent to the addresses shown by the travelers on accounts presented to this office for payment. In this connection, it would be wise to have GPO notify applicable personnel to place addresses to which checks and accounts should be forwarded on their travel accounts.

For future guidance and information, it is suggested that a survey be made for the purpose of ascertaining any requirements occasioned by security considerations for the "special handling" of GPO vouchered personnel and this branch be informed accordingly.

Security Officer
Budget & Finance Branch

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VLH:sk

cc: Saunders via []

File ✓

Mr. []

Col. Edwards

Chief, FBT

Exec. Officer, ADORO

Travel

FPS

CONFIDENTIAL

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